

## Section 2 Facilities

### Policy 2.3 Motor Pool Operations

1. The purpose of this policy is to delineate the proper use of vehicles available through State Fleet Services.
2. The State Fleet Services Policies and Procedures are in force and are supplemented by this policy. The Internet reference for fleet services is: <http://fleet.utah.gov/>
3. Definitions. All definitions are found in Rule R27-1 at <http://www.rules.utah.gov/publicat/code/r027/r027-001.htm>
4. Vehicle Availability:
  - A. Vehicles can be leased from State Fleet by the individual divisions and offices on a full time basis.
  - B. The Office of Employee Support operates a mini-motor pool of various vehicles. These vehicles are dispatched on a short-term basis, normally one week or less. Exceptions to this rule are possible and are approved by Employee Support.
  - C. Donated vehicles. Some programs have been able to receive vehicles donated from organizations outside state government. If any vehicle is to be donated, the Office of Employee Support must be notified at once. OES will work with the program and state fleet to insure all aspects of ownership and liability are correctly covered prior to the vehicle being accepted by the program. Different arrangements are made with each donated vehicle. But all liability issues must be considered.
  - D. Replacement, upgrade and expansion of the motor pools is covered in the state policy referenced above. Justification for all vehicles must be sent through the budget subcommittees. Vehicles are initially paid for in full with subsequent monthly lease payments. The monthly lease payments are then credited toward the cost of the future replacement vehicle.
5. Dispatch Requirements
  - A. The driver (s) of the vehicle must hold a current driver's license issued by the state of Utah or other state government. Foreign licenses do not qualify. The operator=s driver=s license will be

examined each time a vehicle is dispatched.

- B. The driver (s) must have registered with the state fleetanywhere system as a qualified driver. This may be done at Employee Support or any mini-motor pool location. At registration the driver receives an operator id. This id is used in the fleetanywhere system to track the driver and vehicle use.
- C. Division dispatch procedures. The divisions determine their own procedure. However, they must conform to the procedures outlined in this policy.
- D. Mini-motor pool procedures.
  - 1. The driver will reserve the vehicle on line at:  
<http://fleet.utah.gov/services/dailypool/dpdata/dayVehreg.htm> While this process is quick and efficient, on occasion, the driver may not receive a reservation number for several hours. If the vehicle is needed that day, please contact Employee Support for assistance.
  - 2. Vehicles are dispatched from the Employee Support mini-motor pool during normal operating hours of 7:00 a.m. to 5:00 p.m. Monday through Friday except state holidays.
  - 3. Items required for dispatch:
    - A. Valid Driver's License
    - B. Completion of the Safe Driver's Video
    - C. Letter of Authorization for SUV
    - D. Valid experience or training for 15 Pass Van
    - E. Valid Operator Identification Number
  - 4. Operators are required to complete an MP-98 Form, Daily Motor Pool Lease Agreement. This form must be completed for every vehicle dispatched. The form includes a before and after inspection checklist of the vehicle. The operator's office or program can be found liable for damage that is not correctly noted on the MP-98. The form must be signed and turned into the mini-motor pool when the vehicle is returned.

The vehicle must be returned with the fuel tank more than 3/4 full. A significant charge will be levied if this is not done. All fuel receipts must be turned into the mini-motor pool when the vehicle is returned.

5. Certain restrictions have been placed on SUVs, High Occupancy Vehicles and unmarked vehicles. Please contact the mini-motor pool for current information if you need one of these types of vehicles.
6. Accident Procedures. If an accident occurs while an employee is driving either a state-owned vehicle or a personally owned vehicle (POV) while on state business, the following procedure must be followed.
  - A. The accident must be immediately reported to the driver's supervisor. The supervisor will then report the accident to the Director of Employee Support.
  - B. If the vehicle damages are such that it cannot be safely driven, the driver will call 1-800-CARCARE to set up a tow vehicle.
  - C. Within 24 hours the driver must fill out an accident report form. This form is electronic and is found at <http://fleet.utah.gov/services/forms/foforms.htm>.
  - D. Within five working days, the Accident Review Committee (ARC) will meet to determine the disposition of the accident. See Para 5 for details on the Accident Review Committee.
  - E. Drivers will not be allowed to drive on state business until a determination has been made by the ARC.

#### 6. Accident Review Committee

- A. Rule R 27 established the requirement for each department to create an Accident Review Committee (ARC) to review all vehicle accidents involving the State and to make recommendations for appropriate administrative action including training and/or discipline. For the Department of Health, the ARC will be a subcommittee of the Risk Management Committee.
- B. Membership of the ARC will be:
  1. Chairperson of the Risk Management Committee
  2. Director of Human Resources or designee
  3. Representative from EDO

4. Director of Employee Support (non-voting)

- C. The ARC will meet within five working days after receiving an accident report. The Arc will determine if the accident was preventable or non-preventable. All available information will be used in this determination. The driver may attend the meeting by notifying OES prior to the meeting. The driver and passengers of the vehicle involved in the accident may also submit written documentation concerning the accident.
  - D. If the ARC determines the accident was preventable, the ARC will also develop a recommended course of action for the division to consider. This recommended course of action may include remedial training or other administrative action.
  - E. If the ARC determines the accident was non-preventable, the driver and immediate supervisor will be notified.
  - F. If the ARC determines the accident was preventable, the driver will be notified of the ARC's findings. Additionally, the immediate supervisor and the Division Director will be notified of the findings and the ARC's recommendation for remedial training or other administrative action. The division will work with human resources on a course of action for each driver. Human Resources will monitor the courses of action to maintain continuity and equity throughout the department.
  - G. The driver may appeal a determination that the accident was preventable to the Risk Management Committee within five(5) working days after receiving notice of the ARC's determination. The Risk Management Committee will rule on the findings of the ARC.
  - H. The driver may appeal the division's administrative action through the normal Human Resources channels.
  - I. The ARC will report accidents and disposition to the Risk Management Committee on a quarterly basis. Names will be removed from all reports not appealed prior to submission to the Risk Management Committee. The Office of Human Resources will maintain all records of the ARC.
7. License Information Reporting Requirements. The following information must be reported by all employees to their supervisor. Failure to do so can result in administrative action.

- A. DUI. Any ticket for Driving Under the Influence must be reported immediately. A later conviction of the DUI must also be reported.
  - B. Suspension or Revocation of License. Any suspension or revocation of license must be reported immediately. Suspension or revocation alone may not be grounds for termination of employment.
  - C. Accidents in State Vehicle or POV while performing state business. All accidents must be reported regardless of whether the driver is cited for the accident or not.
8. Use Requirements for Monthly Lease Vehicles.
- A. Agencies that have requested, and received monthly lease options on state vehicles shall:
    - 1. Ensure that only authorized drivers whose names and all other information required by R27-3-3(1) have been entered into DFO's fleet information system, completed all the training and/or safety programs, and met the age restrictions for the type of vehicle being operated, shall operate monthly lease vehicles. Report the correct odometer reading when refueling the vehicle. In the event that an incorrect odometer reading is reported, agencies shall be assessed a fee whenever the agency fails to correct the mileage within three (3) business days of the agency's receipt of the notification that the incorrect mileage was reported. When circumstances indicate that there was a blatant disregard of the vehicle's actual odometer reading at the time of refueling, a fee shall be assessed to the agency even though the agency corrected the error within three (3) days of the notification.
    - 2. Return the vehicle in good repair and in clean condition at the completion of the replacement cycle period or when the vehicle has met the applicable mileage criterion for replacement, reassignment or reallocation.
    - 3. Agencies shall be assessed a detailing fee for vehicles returned that are in need of extensive cleaning.
    - 4. Agencies shall pay the insurance deductible associated with repairs made to a vehicle that is damaged when returned. Return the vehicle unaltered and in conformance with the manufacturer's specifications.
    - 5. Pay the applicable insurance deductible in the event that monthly lease vehicle in its possession or control is involved in an accident.
    - 6. Not place advertising or bumper stickers on state vehicles without prior approval of DFO.
  - B. The provisions of Rule R27-4-6 shall govern agencies when requesting a monthly lease.
8. Unauthorized Use of State Vehicles.
- A. State vehicles shall only be used for official state business.

- B. Except in cases where it is customary to travel out of state in order to perform an employee's regular employment duties and responsibilities, the use of a state vehicle outside the State of Utah shall require the approval of the director of the department that employs the individual.
- C. Unless otherwise authorized, the following are examples of the unauthorized use of a state vehicle:
1. Transporting family, friends, pets, associates or other persons who are not state employees or are not serving the interests of the state.
  2. Transporting hitchhikers.
  3. Transporting acids, explosives, weapons, ammunition, hazardous materials, flammable materials. The transport of the above-referenced items or materials is deemed authorized when it is specifically related to employment duties.
  4. Extending the length of time that the state vehicle is in the operator's possession beyond the time needed to complete the official purposes of the trip.
  5. Operating or being in actual physical control of a state vehicle in violation of Subsection 41-6- 44(2), (Driving under the influence of alcohol, drugs or with specified or unsafe blood alcohol concentration), Subsection 53-3-231, (Person under 21 may not operate a vehicle with detectable alcohol in body), or an ordinance that complies with the requirements of Subsection 41-6-43(1), (Local DUI and related ordinances and reckless driving ordinances).
  6. Operating a state vehicle for personal use as defined in R27-1-2(30). Generally, except for approved personal uses set forth in R27-3-5 and when necessary for the performance of employment duties, the use of a state vehicle for activities such as shopping, participating in sporting events, hunting, fishing, or any activity that is not included in the employee's job description, is not authorized.
  7. Using a state vehicle for personal convenience, such as when a personal vehicle is not operational. Pursuant to the provisions of R27-7- 1 et. seq., the unauthorized use of a state vehicle may result in the suspension or revocation of state driving privilege.